

**Subject:** re: D/O will be expired on 02/28/2016

**From:** Emelia Tso

**Date:** 02/26/2016 07:49 AM

**To:** Media District <lisa@mediadistrict.org>, Jim Omahen <jim@mediadistrict.org>

**CC:** "Scott, Rick" <rick.scott@lacity.org>

Hi Lisa,

The above insurance is going to be expired. Please update the insurance immediately. Otherwise, your invoice payment might be delayed.

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Thanks.

Emelia Tso  
Neighborhood and Business Improvement District Division  
Office of City Clerk  
213-978-1110